DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

September 28, 2006

| **What's Inside:** |
| Changes to FAMIS Child Care Attendance and Correction Screens |

M E M O R A N D U M

TO: ALL REGIONAL AND COUNTY FSD AND CD OFFICES

FROM: PAULA NEESE, INTERIM DIRECTOR
                CHILDREN'S DIVISION
                JANEL R. LUCK, DIRECTOR
                FAMILY SUPPORT DIVISION

SUBJECT: FAMIS CHILD CARE ATTENDANCE AND CORRECTION
                SCREEN CHANGES

REFERENCE: CHILDREN'S DIVISION
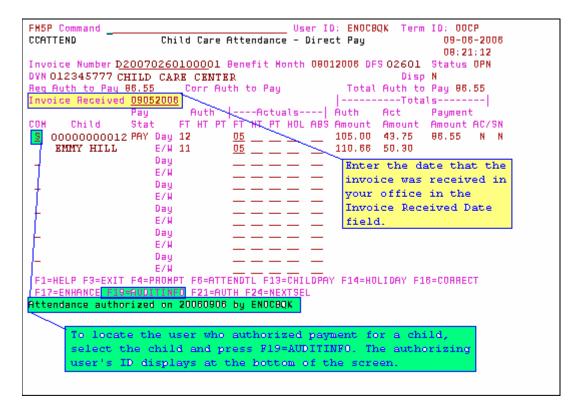   FAMILY SUPPORT DIVISION

DISCUSSION:

The purpose of this memorandum is to inform staff of the minor changes made to the Child Care Attendance (Invoice) screen, FM5P and Child Care Correction screen, FM60.

The purpose of these changes is to track timeliness of invoice entry and to track the User ID of the staff person authorizing the child care payment. Information from these screens will be transferred to the State Data Warehouse.

Effective immediately, the Child Care Attendance screen, FM5P, now requires a date entry in the 'Invoice Received Date' field. When entering child attendance, type the date that the invoice was received in the county office.

An audit key, F=19 is added to both screens that displays the date and User ID of the person who authorized payments to the provider. The audit key is child specific because each child's attendance could be authorized at different times by different users.

CHILD CARE ATTENDANCE SCREEN FM5P:

```
FM5P Command _____  User ID: ENOCBQK  Term ID: OOCP
CCATTEND              Child Care Attendance - Direct Pay          09-06-2006
                                                                  08:21:12
Invoice Number D20070260100001 Benefit Month 08012006 DFS 02601  Status OPN
DVN 012345777 CHILD CARE CENTER                          Disp N
Reg Auth to Pay 86.55     Corr Auth to Pay         Total Auth to Pay 86.55
Invoice Received 09052006                          |----------Totals--------|
            Pay      Auth |----Actuals----| Auth    Act     Payment
COM   Child     Stat   FT HT PT FT HT PT HOL ABS Amount  Amount  Amount AC/SN
 S  00000000012 PAY Day 12       05  __ __ __  __  105.00  43.75   86.55   N  N
    EMMY HILL       E/W 11       05  __ __ __  __  110.66  50.30
                    Day             __ __ __  __
                    E/W             __ __ __  __
                    Day             __ __ __  __
                    E/W             __ __ __  __
                    Day             __ __ __  __
                    E/W             __ __ __  __
                    Day             __ __ __  __
                    E/W             __ __ __  __
 F1=HELP F3=EXIT F4=PROMPT F6=ATTENDTL F13=CHILDPAY F14=HOLIDAY F16=CORRECT
 F17=ENHANCE F19=AUDITINFO F21=AUTH F24=NEXTSEL
Attendance authorized on 20060906 by ENOCBQK
```

Enter the date that the invoice was received in your office in the Invoice Received Date field.

To locate the user who authorized payment for a child, select the child and press F19=AUDITINFO. The authorizing user's ID displays at the bottom of the screen.

Child Care Corrections screen:

```
FM60 Command _____  User ID: ENOCBQK  Term ID: OOCP
               Child Care Attendance Corrections                 09-06-2006
Invoice D200700260100111 EU
DVN 012345678 CHILD CARE CTR  Rate Adj     SPND N
Benefit Month 072006   Office 02601
DCN 0012345678 SAMMY HILL
Invoice Received 08012006

      Pay        Actuals    Rcpt    Act    Pay    Correction Enhance Cmt
COM   Stat     FT HT PT    Amount  Amount Amount   Amount    Reason
 S    PAY   Day  1 __ __    _____  8.75   8.00    _____    ___  +   N
            EW   __ __ __

 _          Day  __ __ __   _____                 _____    ___  +
            EW   __ __ __

 _          Day  __ __ __   _____                 _____    ___  +
            EW   __ __ __
                                                                 More
 F1=HELP F3=EXIT F5=REFRESH F7=BACKWARD F8=FORWARD F12=CANCEL F17=ENHANCE
 F18=COMMENT F19=AUDITINFO F21=AUTH F22=INSERT F24=NEXTSEL
Corrected pay authorized on 20060906 by ENOCBQK
```

The Invoice Received date transfers to this screen from the Child Attendance Screen.

To locate the user who authorized payment for a child, select the child and press F19=AUDITINFO. The authorizing user's ID displays at the bottom of the screen.

NECESSARY ACTION:

1. Review this memorandum with all Children's Division and Family Support Division staff.
2. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT: Debra Enochs, MAS-II (573) 522-1385 Debra.L.Enochs@dss.mo.gov	**PROGRAM MANAGER:** Becky Houf (573) 751-6793 Becky.L.Houf@dss.mo.gov

CHILD WELFARE MANUAL REVISIONS:
N/A

FORMS AND INSTRUCTIONS:
N/A

REFERENCE DOCUMENTS and RESOURCES:
N/A

RELATED STATUTE:
N/A

ADMINISTRATIVE RULE:
N/A

COUNCIL ON ACCREDITATION (COA) STANDARDS:
N/A

PROGRAM IMPROVEMENT PLAN (PIP):
N/A

SACWIS REQUIREMENTS:
N/A

PN/JRL/DE